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THE NAPANEE
MECHANICS' INSTITUTE

—AND—

Literary Association.

CONSTITUTION AND BY-LAWS

ADOPTED OCTOBER 25th, 1878,

—AND—

*RULES, REGULATIONS, AND SCALE OF FEES FOR
SUBSCRIBERS.*

NAPANEE, ONT.:
EXPRESS STEAM BOOK AND JOB PRINTING HOUSE.
1879.

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CONSTITUTION.

ARTICLE I.

Section 1. The Corporation shall be called "The Napanee Mechanics' Institute and Literary Association," and shall consist of an indefinite number of Members; they shall be divided into three classes, viz: Honorary Members, Life Members, and members.

MEMBERS.

Section 2. Honorary Members shall be such persons only as are distinguished for literary or scientific attainments, or persons who may have materially promoted the interests of the Institute, who shall be duly elected by the Board of Management, and shall be entitled to all the privileges of Life Members. Any person who shall pay at one time to the funds of the Institute a sum of not less than thirty-five dollars shall be a member of the Institute for life. Any person shall, upon payment of his or her subscription, be a member of the Institute.

ARTICLE II.

BOARD OF MANAGEMENT.

Section 1. The affairs and business of the Institute shall be managed by a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and nine Directors, who shall be elected annually at the annual meeting, and who together shall constitute the Board of Management and Trustees of the Corporation.

ARTICLE III.

MEETINGS.

The annual meeting of the members for the election of Officers and Directors shall be held on the second Tuesday of April in each year. Special general meetings of the members shall be called on the requisition of ten members, said requisition to state the object of the meeting.

ARTICLE IV.

CONSTITUTION.

The Constitution may be amended by a majority vote at the annual meeting.

BY-LAWS.

BY-LAW No. I.

NEW MEMBERS.

Section I. Every person desirous of being admitted to the Institute as a Member or Life Member, shall pay to the Secretary the regular annual or other subscription, and enter his or her name, residence, and occupation in a book kept for that purpose, which shall be open for the inspection of the members.

DATE OF SUBSCRIPTION.

Section II. A member's subscription shall terminate on the second Wednesday in October in each year, and shall in all cases be paid in advance, or guaranteed by a member of the Board of Management.

DAMAGE.

Section III. Any member who shall injure or destroy any of the books, papers, or other property of the Institute, shall forthwith replace the same, and repair such damage to the satisfaction of the Board of Management, and in such manner as they may appoint; but upon refusing or neglecting so to do, such member may, at the discretion of the Board be expelled from the Institute; such expulsion shall not, however, interfere with, or prevent, the adoption of any other remedy against such member for such damage.

MISCONDUCT

Section IV. No member, or any other person, shall play with cards, or gamble in the building, or introduce or use in the building, any intoxicating liquor, or commit any improper act, or use profane, obscene, or offensive language, and any person so offending shall be immediately removed from the building, and shall not be again admitted; and if he be a member the Board of Management may expel him from the Institute. He shall not be readmitted except on the special order of the Board of Management, on reasons being submitted to them, which they shall consider satisfactory.

REFUSE SUBSCRIPTION

Section V. The Board of Management shall have power to refuse any member renewing his or her subscription to the Institute without stating their reasons for so doing ; the said member shall, however, have the right of appeal to the next regular meeting of the Institute.

JOINING DURING THE YEAR.

Section VI. Any person desirous of becoming a member after the commencement of the Institute year, may be admitted for the unexpired portion of the current Institute year, on payment of a sum equal to four cents for an adult, and two cents for a junior, for each week of the said portion of the year.

BY-LAW No. II.

ELECTION OF OFFICERS AND DIRECTORS.

Section I. The election of the Office-bearers and Directors named in Article II, Section 1, of the Constitution, shall be by ballot ; a majority of votes cast being sufficient to elect.

PRESIDENCY VACANT.

Section II. Should the office of President become vacant, the 1st Vice-President, or in case he declines, the 2nd Vice President, shall immediately become the President for the remainder of the term. Should both the Vice-President's decline, the Board of Management shall have power to fill the office ; they shall also have power to fill vacancies in all the other offices for the unexpired terms when and as often as the same may occur.

BY-LAW No. III.

DUTIES OF OFFICE-BEARERS AND DIRECTORS

PRESIDENT:

Section 1. The President shall preside at all meetings of the Institute and Board of Management, and shall regulate the proceedings thereat ; he shall have the custody of the corporate seal of the Institute, which shall be affixed to documents by him only or in his absence by one of the Vice-Presidents, in accordance

with instructions of the Board, and he shall in all cases where the seal is used sign the document to which it is affixed ; he shall cause to be carried into effect the decision of the members or Board at any meeting duly called , he shall sign all official documents ; he shall have power to call special meetings of the Institute, and of the Board ; he shall have the casting vote on every occasion when there is an equal division, and may at any time, and so often as he may think proper, vacate the chair for the purpose of taking part in any discussion which may arise, and may call either of the Vice-Presidents or any member present to preside in his stead. In the absence of the President, one of the Vice-Presidents shall preside, in the precedence in which he stands in the list of office-bearers. The two Vice-Presidents may, in the absence of the President, call any meeting which it is competent for the President to call.

SECRETARY.

Section II. The Secretary shall accurately, and in full, record the proceedings of the Institute and Board of Management ; conduct all correspondence ; announce all meetings ; sign all certificates of membership, and notify members of the time when their subscriptions fall due ; he shall receive all subscriptions, rents, or other monies, and dispose of the same in the manner provided for in Section 3 of By-Law No. 3, keeping account thereof ; and shall perform such other duties as may from time to time be assigned to him by the Board of Management ; he shall have in charge and keep in order all books, documents, and apparatus belonging to the Corporation

TREASURER.

Section III. All monies belonging to the Institute shall be deposited by the Treasurer, or by the Secretary on the order of the Treasurer, in one of the chartered Banks of Napanee, approved of by the Board of Management, on account of and for the use of the Institute. The Treasurer shall not pay any moneys on account of the Institute, except by order of the Board of Management, signed by the presiding officer and Secretary. He shall pay all moneys by check, signed by himself and counter-signed by the President, or, in his absence, by one of the Vice-Presidents ; he shall countersign the members' tickets, and shall report fully to

the Board of Management monthly, or oftener, if they require him to do so.

DUTY OF BOARD.

Section IV. The Board of Management shall have the care and custody of the property of the Institute ; they shall examine all accounts before they are passed for payment ; they shall collect all moneys due to the Institute for rent, members' subscriptions and otherwise ; and shall have the following powers :

CARETAKER AND LIBRARIAN.

Section V. They shall have power to appoint and discharge a caretaker and librarian, and shall prescribe their duties and pay them reasonable salaries for their services.

CLASSES, LECTURES.

Section VI. They shall have power to procure lectures to be delivered, to establish classes, and to adopt any other means to benefit the Institute they may deem advisable.

EXPEL MEMBERS.

Section VII. They shall have power to expel or suspend the privileges of members for non-payment of fines, in accordance with the Rules of the Library, or for introducing political or sectarian discussions ; the expelled member shall, however, in these cases, except for non-payment of fines, have the right of appeal to the next regular meeting of the Institute.

COMMITTEES.

Section VIII. They shall, at the first meeting after their election, appoint from their number the necessary Committees.

ABSENCE FROM BOARD.

Section IX. Should any Officer or Director absent himself from three consecutive meetings of the Board, without giving a reason satisfactory to the Board, his office may be declared vacant, and the Board shall, in that case, elect another in his stead at the next meeting of the Board.

CLOSE LIBRARY.

Section X. Prior to the Annual Meeting in each and every year, the Board of Management shall cause an examination to be made of the Library, with a view to enable them to present a correct report thereon; and for that purpose are empowered to call in and cease to issue books for a period not to exceed one week.

REPORTS TO ANNUAL MEETING.

Section XI. They shall present to the Annual Meeting in each and every year a Report of their proceedings and of the general affairs of the Institute, containing, amongst other particulars, a statement of the property held by or in trust for the Institute; of the Membership; of the Library and Reading Room; a list of Lectures delivered, and Classes formed, and the result; a list of Donations received; balance sheet of Receipts and Expenditure; and a full statement of the Liabilities and available Assets of the Institute.

OFFICERS, ETC., TO REPORT.

Section XII. The several Officers and Committees shall report any circumstances within their respective departments affecting the interest of the Institute at the meeting of the Board next ensuing, and shall specially report when required to do so.

BY-LAW No. IV.

MEETINGS.

Section I. In the absence of the President and Vice-Presidents, the Board shall have power to call special meetings of the Institute.

Section II. The Board of Management shall meet at least monthly, on such days as they may appoint.

Section III. The Secretary shall call special meetings of the Board of Management on a written requisition signed by any two Directors, or four members. The requisitions for all special meetings under this Section shall state the business intended to be brought forward at such meetings, and no business that is not particularly mentioned in such notices shall be brought forward or discussed.

Section IV. Notices calling special meetings of the Institute shall be placed prominently in the Library or Reading Room, at least seven days before the day of such meeting, and notices calling special meetings of the Board shall be sent by post, or delivered to each Director, at least twenty-four hours before the hour of meeting.

QUORUM.

Section V. The quorum necessary for the transaction of business at a meeting of the Institute shall be fifteen ; at all meetings of the Board of Management, five ; and of Committees, a majority shall constitute a quorum ; and whatever question, matter, or thing shall be proposed, discussed, or considered, at any meeting, shall be finally determined by a majority of the votes of the Members, or of the Board of Management, present at such meeting, except where otherwise provided. If a quorum be not present at thirty minutes after the time appointed for such meeting, the meeting shall not be held, but shall be adjourned by the members then present.

BY-LAW No. V.

CLASSES, ETC.

Section I. Application for the formation of Classes or Clubs must be made in writing to the Board, stating the nature and objects of such and the proposed plan of conducting the same, together with the names of the persons willing to unite in them ; and no class or club shall be formed without the consent of the Board of Management.

Section II. Members of Classes or Clubs may make rules for their own guidance, such rules to be subject to the approval of the Board.

BY-LAW No. VI.

RULES AND REGULATIONS.

Section I. The Board of Management shall have power from time to time, to make Rules and Regulations for the management of the Library, Reading Room, and other Departments ; which Rules and Regulations shall have all the force and effect of By-Laws, and be equally binding on the members.

BY-LAW No. VII.

RULES OF ORDER.

The following shall be the Rules of Order, at all Meetings of the Institute, and of the Board of Management :

Section I. Order of business at all except special meetings :

1. Reading of Minutes of the preceding meeting, which, when approved, shall be signed by the presiding officer.
2. Reading of Correspondence.
3. Transaction of business arising out of the Minutes or of the Correspondence.
4. Reception and Consideration of Reports.
5. Consideration of Motions, of which notice has been given.
6. Election of Office-bearers and Directors. (*At the Annual Meeting.*)
7. Transaction of new or unfinished business.

Section II. All motions must be presented in writing by the member moving the same, and shall contain the names of the mover and seconder, and must be read by the presiding officer before they are open for discussion. Notice of motion must also be made in writing.

Section III. Only two motions in amendment shall be in order at the same time ; the one to amend the original motion, and the other to amend the amendment ; they shall be put to the meeting in the reverse of the order in which they are moved.

Section IV. Reports of all Committees must be presented in writing, and signed by the Chairman thereof.

Section V. No member shall speak on any subject more than once, except the introducer of the subject under discussion, who shall be entitled to reply ; every member, however, shall have the right to explain himself subject to the direction of the Chair. This section may be suspended by a vote of the majority of the members present at any meeting.

Section VI. Any two members may require the yeas and nays to be entered on the Minutes, but no member shall be permitted to enter thereon the grounds of his dissent, unless by special permission of a majority of members present at such meeting.

Section VII. Whenever the ballot is required to be taken at any meeting of the Institute, the presiding officer shall appoint such members scrutineers thereof as he may see fit, whose duty shall be to count up the votes and report the same to the presiding officer, who shall declare the result.

BY-LAW No. VIII.

TICKETS NOT TRANSFERABLE.

No member shall transfer his or her ticket. Any ticket so transferred shall be forfeited, and the owner thereof deprived of all the privileges conveyed under such ticket.

BY-LAW No. IX.

DECLARATION.

No member shall be allowed any of the privileges of the Institute until he or she shall have signed the declaration set forth in Appendix A.

BY-LAW No. X.

MEMBER'S TICKET.

Every member on visiting the Institute shall show his or her admission ticket, or prove their identity if required, and on refusal, shall not be admitted.

BY-LAW No. XI.

ALTERING BY-LAWS.

These By-Laws, or any of them, may be altered, amended, or repealed by a majority of the members present, at any special meeting of the Institute duly called for that purpose, of which one month's notice shall have been given; or, at any regular meeting of the Institute; provided notice of such proposed alteration, amendment, or repeal, shall have been given at the previous regular meeting.

BY-LAW No. XII.

Section I. Strangers may be admitted to inspect any Newspaper or Periodical in the Reading Room, upon payment of five cents each time of entering, or to inspect any Book in the Library, in the presence of the Librarian, upon payment of five cents each volume.

Section II. Strangers visiting the Town may be admitted to the Reading-Room for a fortnight on being introduced by a member ; the name of the person introduced. and of the member introducing him to be entered in a book kept for that purpose.

APPENDIX A.

FORM OF DECLARATION TO BE SIGNED BY ALL MEMBERS.

We, whose names are hereunder subscribed, having become Members of the Napane Mechanics' Institute and Literary Association, do hereby acknowledge to have received a copy of the Constitution and By-Laws of said Institute, and we do respectively undertake and agree that so long as we remain Members thereof we will be bound by its Rules and Regulations.

RULES AND REGULATIONS

FOR THE LIBRARY AND READING-ROOM.

Section I. Members upon application to the Librarian, may obtain Books from the Library, and retain them for the time specified therein ; but no Member shall be entitled to have (except under the provisions of Sections 3) more than one work in his or

her possession at the same time, or more than two volumes of the same work, unless such work shall be comprised in three volumes, when the whole may be taken out at once. Only one week will be allowed for the reading of any new Book, during the first two months after its introduction to the Library.

RULES.

Section II. 1. Members are entitled to one Volume only at a time.

2. A Member retaining any Book longer than the time specified therein shall pay the following fines : For new books, five cents per day ; and for other books, one cent per day.

3. No Book shall be kept on hand longer than one evening, for any Member.

4. No Book shall be renewed more than once.

5. No Member by whom any fee, fine or other charge is due, and to whom notice thereof has been *issued*, shall, until payment is made, be allowed to take any book.

6. Members dissatisfied with any charges claimed, may pay the same under protest, and the Library Committee will decide the matter in dispute ; but no protest can be received until the fee is paid, and the protest must be made at the time of payment.

7. Members who shall injure, destroy, or lose any of the books of the Institute, shall forthwith pay the value of the damage done, or of the Book lost, as may be determined.

8. Books defaced with marks or writing shall be considered as injured, and assessed for accordingly.

9. No Book shall be considered as *returned* by any Member unless it is handed, together with the Member's Register number, to the person in charge of the Register.

10. Members are prohibited from lending Books or exchanging them with others.

11. Members taking Books from the Library without having been entered, are subject to expulsion or prosecution, as the Directors may decide.

Section III. Illustrated Works, and works of value, (of which a list shall be kept.) shall not be inspected except in the presence of the Librarian, They shall not be taken from the Library ex-

cept on the written order of a member of the Board of Management, who shall be responsible for the same.

Section IV. Works marked W. R. shall in no case be taken out of the Library.

Section V. A blank book shall be placed in the Library, in which members may recommend any work for purchase, subscribing their own names thereto; which work shall be added to the Library, should the funds of the Institute allow it, and the Directors approve of the same.

Section VI. All books must be returned to the Library by the first Wednesday in October, in each and every year, from which time the Library shall remain closed until the Monday following, so as to enable the Board of Management to make the examination required by By-Law No. I J, Section 12; and any Member or Subscriber retaining a book in violation of this Section shall pay a fine of twenty cents.

Section VII. A daily register of the periodicals received shall be kept in the Reading Room.

Section VIII. No person in the Reading Room shall retain a newspaper longer than ten minutes after it has been applied for by any other member.

Section IX. Persons in the Reading Room shall observe strict order and decorum; they shall not engage in any conversation or discussion so as to distract the attention of readers. Smoking and other breaches of decorum of like kind are strictly prohibited.

Section X. Any Member or other person taking any book, periodical, newspaper, or other property of the Institute from any room or place in the building, without the consent of the Librarian, shall immediately be prosecuted according to law.

Section XI. Visitors shall be subject to the same Rules and Regulations as Members and Subscribers.

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SCHEDULE OF FEES

Life Members.....	\$35 00
Members, per annum.....	2 00
Members, for unexpired portion of the current year, per week.....	4
Ladies and Youths under 17 years of age, per annum.....	1 00
Ladies for the unexpired portion of the current year, per week.....	2